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Chief, Management Staff

27 Sept. 1956

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Chief, O&M Staff (DD/I Area)

Work Report Week Ending 26 September 1956

Accomplishments

1. Project 5-72, Assistance to OTR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. Assisted the Chief, Cartographic Division, OTR in preparing a regulation describing cartographic support available to the Agency and procedures for obtaining the support. Completed three informal clearances with affected components to speed formal clearance. This proposed regulation describes for the first time in an Agency publication the maps, graphics and illustrative materials obtainable from the Cartographic Division. [ ]
2. ME-1012, Establishment of Unvouchered Position in OTR T/O. Completed. [ ]
3. Suggestion No. 2506, Establishment of Community Clerical Pools. Evaluation completed. Additional evaluation by Office of Security Recommended. [ ]
4. Proposed Regulation [ ] Training at Non-CIA Facilities Under Public Law 110. Prepared comments for approval, signature, and forwarding to OTR. [ ]

Assignments Active This Week

5. Project 6-45, OTR Space Study - At request of DD/I an analysis of overcrowding in OTR and appropriate recommendations for improvement. [ ]
6. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [ ]
7. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [ ]
8. Project 6-54, Examination of Proposed OTR Reorganization. [ ]
9. Project 6-51, Study of Feasibility of Transferring from OTR to OTR CIA Library Branch Two and Establishing a Communism Library in OTR. [ ]

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